

I. INTRODUCTION

A. Purpose

To provide employees with paid time off in observance of recognized holidays. Kentucky State government observes holidays amounting to 11.5 days of paid leave annually for full-time employees.

II. PROCEDURES

A. Holidays for State Personnel

1. In accordance with KRS 18A.190, state offices shall be closed and state employees shall be given a holiday on the following days:

New Year's Day*	January 1st
Martin L. King, Jr. Birthday	Third Monday in January
Good Friday	One-half Day
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving Day*	Fourth Thursday in November
Christmas Day*	December 25th

*An extra day is given for Thanksgiving, Christmas, and New Year's.

When one of the above holidays falls on a Saturday, it is observed on the preceding Friday. Holidays occurring on a Sunday are observed on the following Monday. When an extra day is mentioned, the Governor shall designate the extra day.

2. In accordance with KRS 2.190, the Tuesday after the first Monday in November in presidential election years shall be a state holiday on which all state offices shall be closed.

B. General Provisions

1. All employees except for per diem employees and employees on leave without pay are eligible for paid holidays.

2. Full-time and interim employees will be paid 7.5 hours of holiday pay. Part-time employees are to be paid 3.75 hours. Co-op/Interns are to be paid 3.5 hours (See Personnel Memorandum 98-14).
3. For holidays of less than a full day (Good Friday) full-time and interim employees are to be paid 3.75 hours. Part-time and co-op/intern employees are to receive one-half of the hours for which full-time employees are paid (See Personnel Memorandum 98-14).
4. If an employee is asked and agrees to work on a recognized holiday, the procedures pertaining to compensatory and overtime shall apply.